COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

www.LosGatosCA.gov/building

Inspection Request Line (408) 354-6877

Town of Los Gatos inspection hours are Monday-Friday 8:00 a.m. to 4:00 p.m., except holidays. Inspection requests can be scheduled 24 hours a day via the Town's voice mail system or by 3 p.m. the previous <u>business</u> day via fax at 408-354-7593 (fax form on reverse side). Voice mail inspection requests will be accepted up to 6:00 A.M. the same day. Inspection requests received <u>after</u> 6:00 A.M. will be scheduled for the following business day. Please **DO NOT** use a cellular phone when requesting inspections. Information is often missed due to poor cellular connections.

Inspectors will make every effort to accommodate an AM or PM request, but it cannot be guaranteed. If a two hour time frame is necessary, please contact your field inspector between the hours of 7:00 - 8:00 a.m. to coordinate. If your inspector is out of the office, please contact the Counter Technicians after 9:00 a.m. for information on who will be handling your inspection.

If the required information is not left, your inspection will not be scheduled! Inspection requests are processed from the recorder at 6 a.m. every <u>business day</u> only.

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•	Date requested for inspection (exa	mple: Tuesday, March 22)						
•	AM / PM or No Preference							
•	Project Address (Not the lot #)							
•	Permit Number(s)*							
	(example: Building #B04-111, Elect	rical #E04-222, etc.)						
•	Type of Inspection(s) for Each Permit							
	<u> </u>	Rough Electrical, Gas Test, Above Ceiling)						
•	Contact Name							
•	Contact Phone Number							
*Fa	or Applicants Use B0	P0						
	E0	<i>M0</i>						

Field Inspectors (Please do not contact your inspector directly to schedule your inspection)
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Roy Alba 354-6861 Robert Harper 354-6871 Marko Glendinning 354-6870 Mark Hillabrandt 354-6819

<u>Counter Technicians</u> 354-6876 Counter Hours: Monday-Friday 8 a.m. - 1 p.m.

Phone Available: Monday-Friday 8 a.m. - 5 p.m.

Construction work hours: Weekdays 8:00 a.m. to 8:00 p.m. Weekends & Holidays 9:00 a.m. to 7:00 p.m.